

# OFFICIAL DISPATCH

VIA: \_\_\_\_\_  
SPECIFY AIR OR SEA POUCH

DISPATCH NO.: MGT-A-57

**SECRET**

CLASSIFICATION

DATE: 28 January 1949

TO : [ ] [ ]  
FROM : [ ] [ ]  
SUBJECT: Proposed Assignment of [ ] [ ]  
REF : Washg 7170

DECLASSIFIED AND RELEASED BY  
CENTRAL INTELLIGENCE AGENCY  
SOURCE METHOD EXEMPTION 3828  
NAZI WAR CRIMES DISCLOSURE ACT  
DATE 2007

1. Reference is made to your cable Washg 7170, dated 5 January, concerning the possible assignment of [ ] as research-translator attached to Educator. [ ] ✓

2. I question whether [ ] [ ] should be placed in a research-translator slot. As I recall certain information concerning her background and ability, she does not appear to be qualified as a research-translator. On the otherhand, she may be well qualified as an Administrative Assistant assigned to personnel and finance work.

3. In this connection, it is my understanding that [ ] [ ] has had considerable experience in finance and personnel work overseas with the Office of War Information and that she was actually recruited by SPG with the view of using her as an assistant to the Finance Officer of the former Umpire Project. Therefore, if we are to consider her for an overseas assignment in connection with our activities, I would recommend that she be appointed as an Administrative Assistant to the future Finance Officer of Edict.

4. In this connection, it is unlikely that Edict will require a Finance Officer, as such, for a number of months. This officer, when appointed, should fill at least a grade - 9 position. If we retain our present concept of the Edict Project as a central administrative service base not only for Educator but also for other functions of our organization which can be expected to be activated in this Theatre at a later date, we can naturally assume that the financial work will gradually increase in volume and importance. In the meantime, pending the eventual appointment of a regular Finance Officer, [ ] [ ] and I feel that he can carry

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on the financial work provided he is assisted by a competent Administrative Assistant who has received home office training in finance and personnel work.

5. The position in question would involve basically the following duties, which would be performed under the supervision of [redacted]: ledger entries and control; all personnel matters, including personnel records, contracts, etc.; preparation of vouchers and payroll; control of operational advances for projects and maintenance of a project control over expenditures; and the maintenance of all files and reports in connection with Finance and Personnel.

6. If the Edict TO can provide for a position of this character and at a grade acceptable to [redacted], and if she otherwise meets your home office requirements for such a position, I strongly urge that she devote the month of February - - if she is not already trained in such work - - to training in our overseas finance and personnel procedures. In this connection, we are now, as you know, operating on a Class B accounting basis which is undesirable from several practical points of view. For example, under this procedure, we are unable to pay travel vouchers at this station but are required to refer the voucher to the home office for payment. Our inability to make these payments at the field station is requiring us to make advances to personnel to cover the expenses claimed by them in their vouchers and this, of course, further complicates our present system of maintaining our accounts. I do not know if [redacted], assuming she is appointed to the position in question, would be sufficiently experienced and trained to establish our accounting on a class A basis but it would be highly desirable if we could transfer from the present Class B to the Class A method of keeping our books.

7. [redacted], who is acting as Administrative Assistant to [redacted], will be occupied full time in connection with administrative duties which include all secretarial work incident to administration, and a variety of duties incident to the functions of security and services.

8. It will be appreciated if you will advise me as soon as possible your reaction to this suggestion concerning the use of [redacted]. If you do not feel [redacted] is qualified for the position outlined herein, we nevertheless feel that the position should be filled at the earliest possible date and that the Edict T.O., if necessary, be opened to provide for such a position.

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